

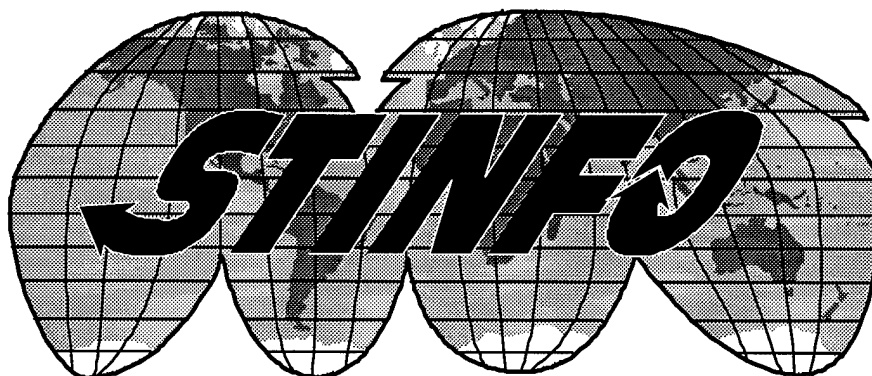
WL-TR-97-6001

Wright Laboratory



Guide to Technical Publishing

BURKE, J.A., DORN, L.J., HALL, W.J.,
AND SCHAFFER, S.



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MARCH 1997



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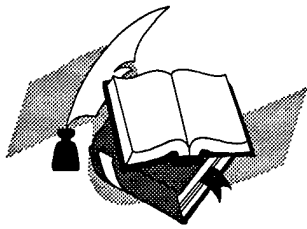
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ABSTRACT

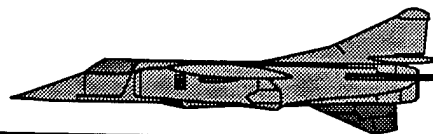
The following "HOW TO" guide has been prepared by the Aeronautical Systems Center/Wright Laboratory STINFO office to simplify the scientific and technical publication process.

An effort is not complete until it is documented and the results distributed to the appropriate activities. This guide offers step-by-step instruction and samples, detailing the processes involved in the preparation, organization and distribution of technical publications prepared by ASC/WL in-house scientists and engineers as well as DoD contractors.

Written examples of each required forms and/or letters are included in the guide. **Blank paper copies of the forms discussed in this guide have been included for your use.** A diskette with these forms is also available, upon request, from the STINFO office.

In demand throughout DoD and the world's scientific and business communities, ASC/WL technical publications are representative of the quality of the work being performed at Wright-Patterson AFB. The primary goal of this guide is to ensure that the quality of these publications matches the high quality of the information they chronicle.

More detailed information on STINFO and technical publications can be obtained through the STINFO web site, <http://www.wl.wpafb.af.mil/library/stinfo.htm> or by calling one of our STINFO editors at DSN 785-5197.



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PUBLISHING A TECHNICAL REPORT AN ORGANIZATIONAL CHECKLIST

SECTION 1

☐ **DRAFT REPORT REQUIRING EDITING**

- ☐ **SUBMIT DRAFT FOR EDITING TO WL/DORT USING WL FORM 79, REQUEST FOR EDITING AND PUBLISHING SUPPORT**
- ☐ **FOLLOW THE STANDARD: ANSI/NISO Z39.18-1995**
- ☐ **SINGLE SIDED, DOUBLE SPACED**
- ☐ **MANDATORY ELEMENTS:**
 - ☐ **COVER**
 - ☐ **SF 298, REPORT DOCUMENTATION PAGE**
 - ☐ **PROPER DISTRIBUTION STATEMENT**

EDITED DRAFT RETURNED TO ORGANIZATION WITHIN 60 DAYS WITH TRANSMITTAL LETTER AND NOTICE PAGE

- ☐ **PRODUCE "CAMERA READY" MANUSCRIPT**
 - ☐ **EDIT CHANGES MADE**
 - ☐ **SINGLE SPACED**
 - ☐ **NOTICE PAGE WITH SIGNATURES**
 - ☐ **PUBLIC RELEASE (OTHER THAN 6.1 FUNDED) MUST HAVE PR CASE NUMBER AND DATE APPROVED**
 - ☐ **ORIGINAL GRAPHICS/HALF TONES**
- ☐ **SUBMIT TO WL/DORT FOR PRINTING (IF REQUIRED) AND DISTRIBUTION**
 - ☐ **INDICATE NUMBER OF PRINTED COPIES DESIRED**
 - ☐ **PROVIDE MAILING LABELS FOR DISTRIBUTION**
 - ☐ **ORIGINAL MANUSCRIPT RETURNED TO MONITOR FROM PRINTERS**
 - ☐ **PRINTED COPIES SENT TO MAILING LABEL LOCATIONS**
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WRIGHT-PATTERSON AFB

STINFO/Technical Editing Section
Tel. # 937-255-5197, DSN 785-5197
FAX # 937-255-5383, DSN 785-5383



PUBLISHING A TECHNICAL REPORT
AN ORGANIZATIONAL CHECKLIST

SECTION 1

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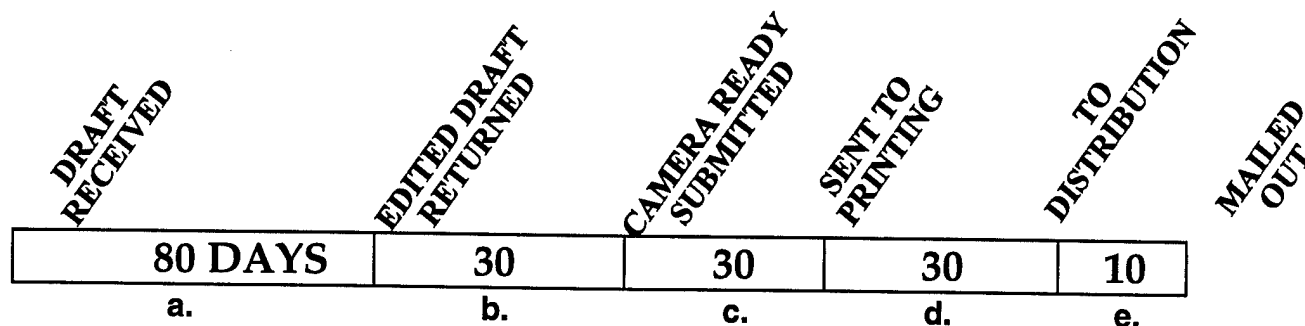
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| 0008 | Technical Report | | 1 | | 0.000 | 0.00 | |
| This completes all requirements for contract F33615-86-C-0546. No final DD 254 required. | | | | | | | |
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- a. This is a CDRL item. The AF has 60 days to accept or reject the draft (approval copy). Submit draft to WL/DORT for editing as soon as it's received.
- b. This is a CDRL item. The contractor has 30 days in which to resubmit a camera ready manuscript
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- d. Printing by Defense Printing Service.
- e. Distribution handled by base distribution center.
- f. AF regs require TR publishing to be completed within 180 days.

SECTION 2

TYPES OF REPORTS

The results of research and development (R&D) conducted or sponsored by ASC/WL may be published in a variety of ways -- technical reports, articles in professional journals, conference or symposium proceedings, lecture series books or a single chapter in a book, or technical papers. The choice of a publication medium should be governed by the nature of the information involved and its use. The ultimate decision on how and where to publish normally will be made by the monitor/author within the established policy of ASC/WL and its respective organizations.

TECHNICAL REPORTS (TRs)

TRs are the documented results of DoD-sponsored research and development (R&D) projects. Technical reports (excluding technical management reports) include journal articles, symposia proceedings, handbooks and user guides. TRs are normally final reports and document empirical findings that definitively resolve one or more research issues. TRs may include state-of-the-art reviews, dissertations, theses, or literature collections (including abstracts or bibliographies).

A technical report will be the method of publication when the following condition applies: The research results reported are of special significance or immediate applicability to the Air Force or other Government organizations and contractors.

A technical report may be used to report any research findings if an author prefers this method. This medium has many advantages:

- a. A lengthy delay in publication time can be avoided through the expeditious production of technical reports.
- b. No limitations are imposed on length of detail of the material included.
- c. Distribution can be made directly to those having a need for the information.
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A technical memo should be published to preserve and control information which is not precisely suitable for publication as a TR. Materials suitable for TMs include (but are not limited to) journal articles, computer documentation, concept papers, professional presentations, briefings, lessons learned (such as empirical studies with negative or inconclusive findings), papers or widely used reference publications distributed on a recurring basis, and technical bulletins, notes, or working papers having permanent value.

SECTION 3

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| 9. SUBTITLE <u>Interim Report</u> | | | | | | |
| 10. CONTRACTOR <u>AVCON, INC.</u> | | | | | | |
| 11. TYPE REPORT <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> INTERIM | | 12. INCLUSIVE DATES (MO/YR) FROM: <u>3 Mar 96</u> TO: <u>3 Mar 97</u> | | | 13. PAGE COUNT <u>179</u> | |
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| 1. AGENCY USE ONLY (LEAVE BLANK) | | 2. REPORT DATE APRIL 1996 | | 3. REPORT TYPE AND DATES COVERED FINAL 12/01/92--12/01/95 | | |
| 4. TITLE AND SUBTITLE MEMORY-BASED COMPUTATIONAL INTELLIGENCE FOR MATERIALS PROCESSING AND DESIGN | | | | 5. FUNDING NUMBERS C: F33615-87-C-5250 PE 62102 PR 2306 TA P9 WU 03 | | |
| Rose, P.E. 7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) Rose University Baseball Engineering Cincinnati OH 42197-1414 | | <div style="border: 1px solid black; padding: 5px;"> C=Contract # PE=Prog Elem# PR= 1st four #s in JON (on WL 79) TA= next 2#s in JON WU- last 2#s in JON </div> | | 8. PERFORMING ORGANIZATION REPORT NUMBER <div style="border: 1px solid black; padding: 2px;">If in-house, leave blank</div> | | |
| 9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES) Your Directorate Wright Laboratory Air Force Materiel Command Wright Patterson Air Force Base, Ohio 45433-7734 POC: Monitor name, organization, phone | | <div style="border: 1px solid black; padding: 5px;"> If in-house, these should be the same. </div> | | 10. SPONSORING/MONITORING AGENCY REPORT NUMBER WL-TR-96-4062 | | |
| 11. SUPPLEMENTARY NOTES | | | | | | |
| 12a. DISTRIBUTION/AVAILABILITY STATEMENT Approved for Public Release; Distribution is Unlimited | | | | 12b. DISTRIBUTION CODE <div style="border: 1px solid black; padding: 2px;">Always leave this (12b) block blank.</div> | | |
| 13. ABSTRACT (Maximum 200 words) The work reported in this document is concerned with the efficient use of computers in materials research and in applications of the results of that research. Emphasis is on the development of computational methodologies which can facilitate the innovative design of materials and of materials processing, for high performance materials and for composite materials structures. Basic advances have been made in three areas of adaptive computing: in establishing the practice of functional-link neural-net computing for learning models of material behavior, in developing a parallel processing evolutionary search paradigm for optimization, and in exploring various ways of establishing and using associative memories. | | | | | | |
| 14. SUBJECT TERMS | | | | 15. NUMBER OF PAGES | | |
| Neural Networks Evolutionary Programming | | Product Formulation Optimization | | Process Monitoring Intelligent Control | | 66 |
| | | | | | | 16. PRICE CODE |
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This is Always page # i



DEPARTMENT OF THE AIR FORCE

WRIGHT LABORATORY (AFMC)
WRIGHT-PATTERSON AIR FORCE BASE, OHIO

SAMPLE

MEMORANDUM FOR: ASC/PA (Ms. Sharon Reed)

00 MONTH 97

FROM: WL/DORT

SUBJECT: Request for Public Release approval (AFI 35-205)

SAMPLE

1. Please review the attached material for public release approval. The following information is provided in support of this request:

- a. TYPE OF INFORMATION: (technical paper, journal article, abstract, technical report, etc.)
Technical Report (GIVE TR # IF ASSIGNED)
- b. TITLE : INTELLIGENCE ENHANCEMENT THROUGH USE OF ARC LIGHTING
- c. AUTHOR(S): (name, title, organization) J. J. Doe, J. A. Smith, and T. Rex

If co-authored by other government entities (i.e., Army, Navy, NASA, ARPA, etc.), did you obtain their organization's coordination and attach a signed copy? Yes ☐ No ☐

- d. CONTRACT # and company name: F33615-97-C-0000
JOB ORDER NUMBER (JON) MANDATORY: 1234567B
Contains DD 254 Yes ☐ No ☒
Refers to Security classification Guide Yes ☐ No ☒
- e. PUBLICATION AND/OR SUBMITTAL DEADLINE: 00 MONTH 97

f. PRESENTATION TO (give sponsoring organization or technical society, location (city and state) and exact date (FOR CLOSED SESSIONS--PUBLIC RELEASE APPROVAL IS NOT REQUIRED):
Roswell Society for Intelligence Transplantations, Roswell NM on 00 MONTH 97

2. The information contained in this material is complete with figures/legible photos/text with briefing charts/videos and scripts.

3. This material is unclassified, technically accurate, nonproprietary and considered suitable for public release. It contains no computer software, owned or developed by or for the government. Export restrictions (i.e., MCTL, Munitions List (ITAR) and CCL) and current AF/DOD policy have been considered prior to requesting public release approval.

ASC/PA APPROVAL

SIGNED

THE NAME, Asst for Research & Technology
Light Fixtures Division, Stellar Directorate

(Division level signature/title)

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ADDITIONAL INFORMATION

1. The following statement is applicable (check one)

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SIGNED

Signature of Requester

00 MONTH 97

Date

2. The technology contained in the material proposed for release:

a. Is (1) being applied, (2) nearing application (maturing), (3) 3 years or more away from application (select one or more, as appropriate).

b. Resulted from technical efforts funded under Program Element 6.5 (identify PE, i.e., 6.1, 6.2, etc.).

ARPA FUNDED, has management responsibility been transferred to Wright Laboratory? Yes _____ No _____

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c. Is the latest state-of-the-art: Yes X No _____

d. Has subject matter previously been released to the public: Yes _____ No X

e. Intended application: (if applicable, name specific weapon system or BMW related) This is a generic study and not applicable to any specific weapon systems

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SAMPLE

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SECTION 4

| Major Section | Required Elements | Optional Elements | Explanatory Comment |
|--|---|-------------------|---|
| FRONT MATTER: Page numbers of Front Matter: always page i → (ii is the back side of i) iii (always) → iv v vi vii etc. | | Cover | protects printed report |
| | Title Page | | provides information for description and bibliographic control |
| | Notices | | used on cover and title page to call attention to restrictions or limitations on distribution |
| | Report Documentation Page | | used by federal agencies for database building |
| | Abstract | | briefly informed of purposes, scope, and findings |
| | Table of Contents | | outlines organization & scope of a report |
| | List(s) of Figures and Tables | | required for 5 or more figures or tables or any combination thereof; optional for fewer than 5 |
| | | Foreword | provides background or context for a report |
| | | Preface | announces purpose and scope; acknowledges contributions of non-authors |
| | | Acknowledgments | used if acknowledgments are too lengthy to present in preface |
| TEXT (BODY) Page Numbers 1 2 3 4 etc | Summary | | summarizes problem, results, conclusions, recommendations |
| | Introduction | | states subject, purpose, scope and plan for developing report |
| | Methods, Assumptions, and Procedures | | describes research methodology |
| | Results and Discussions | | presents findings and discusses their significance |
| | Conclusions | | presents substantiated findings, discusses their implications, and presents author's opinion |
| | | Recommendations | suggests a course of action |
| | References | | cites sources of information used by author(s) of report |
| BACK MATTER can be placed in front matter → We require this only for classified reports → | | Appendixes | contain supplemental information not essential to the text |
| | | Bibliography | lists additional sources of information not cited in the text of a report |
| | List(s) of Symbols, Abbreviations, and Acronyms | | used to explain the meaning of symbols, abbreviations, and acronyms; needed if there are more than 5 not readily recognized as standard |
| | | Glossary | defines and explains unfamiliar terms |
| | | | lists major topics alphabetically; not required in reports of fewer than 50 pages |
| | | Distribution List | gives permanent record of initial distribution of a report |

COVER PAGE

NOTICE PAGE

SF 298

i

BACK OF SF 298

ii

TABLE OF CONTENTS

iii

LIST OF FIGURES

iv

LIST OF TABLES

v

FOREWORD

vi

PREFACE

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DOCUMENT

1

2

etc

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American National Standards Institute Standard (ANSI-STD) Z39.18, Scientific and Technical Reports: Organization, Preparation, and Production specifies the format for scientific and technical reports prepared by or for the Department of Defense. ASC/WL reports must be prepared in accordance with this standard. This ANSI standard is available at no cost (up to 5 copies) to DoD organizations through:

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COVER:

Type report number in the left-hand corner of cover page. Format for cover should be consistent throughout each organization, but must contain information required by ANSI-STD Z39.18. See Section 5 of this guide for samples.

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The inside front cover, "Notice Page," contains the review and approval statement as well as special notices and signatures.

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PAGE NUMBERS:

Number all front matter in lower case Roman numerals. The body of the report should be numbered consecutively at the bottom center in Arabic numbers, beginning with a right-hand page.

SPACING:

Use double spacing throughout the text in all manuscripts submitted for editing. Use single or 1-1/2 line spacing for camera-ready copy.

STANDARD FORM 298, REPORT DOCUMENTATION PAGE:

A complete SF 298 is included as the first right-hand page after the cover in each report and should be numbered as page i. Confine abstract to the form. Use the back of the SF 298 if necessary.

ABSTRACT

An abstract presents a concise statement (maximum 200 words of the purpose, scope, and major findings of the report). It must be understandably independent of the rest of the report. It must contain no undefined symbols and make no reference by number to references or illustrative material. Z39.14-1979, American National Standard for Writing Abstracts, is the standard guide for preparing abstracts for scientific and technical reports.

TABLE OF CONTENTS:

A table of contents is seldom used in a report of eight pages or less. List principal headings as they appear in the report and the page numbers on which the headings occur. The table of contents pages will start with page number iii.

LIST OF FIGURES AND TABLES:

A report that contains 5 or more figures or tables is required to indicate these by using a List of Figures and/or a List of Tables. A list is optional for 5 or fewer figures or tables. The lists should follow the Tables of Contents page.

FOREWORD:

The foreword is an optional introductory statement that presents background material. It is written by an authority other than the report's author. The Foreword should come before the Preface and Summary.

[IMPORTANT NOTE: "FOREWORD," is one of the most frequently misspelled words in a technical report. It is NOT spelled "FORWARD", "FOREWARD or FORWARD".]

PREFACE

An optional introductory statement that announces the purpose and scope of the report and acknowledges any contributions for individuals not identified as authors or editors.

SUMMARY:

A summary is a required element of the text of a report. It clearly states the problem, the key points of the report, major results, conclusions and recommendations. The summary should never introduce material not found elsewhere in the text. Only information presented in the text of the report should be included in the summary.

HEADINGS:

Title of Paper: Capital letters, typed at the top of the cover page, centered.

Main Heading: Capital letters, centered.

Secondary Headings: Lowercase letters except for the first letter of all principal words, centered.

Tertiary: Initial caps, at left margin, underlined.

(SAMPLE HEADINGS)

METHODS AND MATERIALS (main heading)

Design of Equipment (secondary heading)

FIGURES:

Size: The desired size depends on the legibility of printed material on the figure and the amount of detail. To fit upright on a page in a report, the horizontal dimension (base image) should not exceed 6-1/2 inches. To fit lengthwise on a page, the horizontal dimension should not exceed 9 inches.

TABLES:

Numbering: Number tables consecutively in Arabic numerals preceded by the word "Table." Number the tables within appendices with the appendix designation (for example, in Appendix A, the tables will be numbered A-1, A-2, A-3).

Lines: Use a horizontal line to separate the column boxheads from the body of the table. Avoid other vertical and horizontal lines wherever spacing can be used effectively.

Headings: Give the table number followed by the table heading. All major words in the table heading have the first letter capitalized. Headings are placed above tables. Column headings within the table are in lowercase letters except for the first letter of the first word and any proper nouns.

Table 1. Effects of a Prolonged
Exposure to Oxygen in a
Weightless Environment

| Oxygen debt ^a | Ambient pressure (mm Hg) |
|--------------------------|-----------------------------|
|--------------------------|-----------------------------|

(Table information is inserted under column headings)

Superscript letters a, b, c, etc., indicate footnotes to table.

Figure 1. Sample Table Layout

FOOTNOTES IN TEXT:

Explanatory footnotes are included in a report to clarify text information and should be as brief and clear as possible. To avoid preparing footnotes, an author may incorporate material into the text by enclosing it in parentheses or by placing it in a separate paragraph.

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Footnotes should be typed flush left at the foot of the page on which their reference numbers or symbols appear.

Example:

¹ Swanson, Ellen, Mathematics into Type: Copyediting and Proofreading of Mathematics for Editorial Assistants and Authors (rev. Ed.). Providence, RI: American Mathematical Society, 1979.

The referenced footnote number or symbol in the text is typed a half-space above the appropriate line of text without any type of restrictive mark or punctuation. Footnotes to tables should be typed directly below the table.

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TEXT REFERENCE: Refer to sources of information by placing the reference number (as listed at the end of the report) in parentheses and on the line of type. When several references are cited at one time, place their numbers in consecutive order, separated by commas, within one pair of parentheses. If authors are named in the text, place the appropriate number of the bibliographic item after the author's name. Example:

"Freidman (4) described c...." Note: Format of the American Psychological Association (APA) may be used in lieu of the above. Classified documents should NEVER be referenced in an unclassified work. If limited documents are referred to the following statement should accompany the reference: Limited document [reason, i.e. export control], but no limited information from this reference has been included in this report.

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Citing Internet/World Wide WEB

Citation styles for Internet publications are still evolving. Like most references, a Web document ideally should have an author, a title, and a date. The nature of the document should be given in brackets immediately following the title, i.e. [Database], [Electronic data file], [FTP archive], [WWW document], etc.

Samples of citations:

FTP:

Bixley, T. S. (1995) *Sentient microfilaments: A tempest in a tubule*. [On-line].
<ftp://blahblah.princeton.edu/pub/harnad/psyc.95.3.26/conscious>.

World Wide Web page:

Bixley, T. S. (1995) *Sentient microfilaments Home Page*. [On-line].
<http://www.microfilaments.com/consciousness/synchronicity.html>.

For additional detailed guidance, please refer to the Web Extension to American Psychological Association Style (WEAPAS), Proposed standard for referencing on-line documents in scientific publications:

Land, T. [a.k.a. Beads] (1996, September 26). *Web Extension to American Psychological Association Style (WEAPAS)* (Rev. 1.3.2) [WWW document].

<http://www.nyu.edu/pages/psychology/WEAPAS/>

Other sources:

Beckleheimer, J. (1994). *How do you cite URLs in a bibliography?* [WWW document]. <http://www.nrlssc.navy.mil/meta/bibliography.html>

Walker, J. R. (1995, April). *ACW style sheet; MLA-style citations of electronic sources* [WWW document].

<http://www.cas.usf.edu/english/walker/mla.html>

Glossary of Terms: Define unusual terms either in the text or as a footnote the first time they are used in the text. When many such terms are used, list them in alphabetical order with definitions in a glossary.

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ASC-TR- 96-XXXX

EXPLOITATION OF LASER LIGHTS



R. STEELE
B. JONES

SEPTEMBER 1996

FINAL REPORT FOR 1 MARCH 1994 - 30 SEPTEMBER 1996

Approved for public release; distribution unlimited

YOUR DIVISION
AERONAUTICAL SYSTEMS CENTER
AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AFB OH 45433-7XXX

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WL-TR-96-XXXX



**SUMMARY REPORT OF THE DESIGN
FACILITY**

**K. Russell
M. Gibson**

**Sunrise Laboratory
PO Box 400
Sample City NY 15213-5555**

JULY 1995

FINAL REPORT FOR JULY 27, 1994 - JULY 26, 1995

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TASK ORDER 3 - CONCEPT REFURBISHMENT



T. Magnum
N. Bridges

PHILBIN & GIFFORD, INC.
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AUGUST 1995

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WL-TR-96-XXXX

**EXPLOITATION OF LASER LIGHTS DRAFT
REPORT (U)**

**T. JONES
P. PIPER**

**LASER EVALUATOR LABORATORY
1234 AVIONICS CIRCLE
WPAFB OH 45430-7321**

JANUARY 1995



FINAL REPORT FOR 01/01/94 -- 01/1/95

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TRANSITION ON CASCADES AT LOW REYNOLDS NUMBERS

J. Hardcastle

June 17-20, 1996

FINAL REPORT 1 NOVEMBER 1995--9 JULY 1996



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SECRETARY OF THE AIR FORCE

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27 JULY 1994

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2.1. Mark all technical documents that may be disseminated outside the DoD with one of the seven distribution statements listed in attachment 2, and the following export control notice if the document contains export-controlled technical data. **NOTE:** Distribution

statements provide options ranging from unlimited distribution to no secondary distribution without specific approval of the originator. Review the data categories before assigning a distribution statement, and use only the statements in attachment 2. Fill in the reason, the date of determination, and the controlling DoD office.

WARNING--This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., 2751) of 1979, as amended (Title 50, U.S.C., A) subject to severe criminal penalties see sample warning on page 29 of this guide Directive 5230.25 and afi 61-204.

2.2. When providing technical documents to personnel from another DoD activity, mark documents to minimize the chance that DoD personnel might inadvertently give documents to inappropriate recipients.

2.3. Mark unclassified limited documents (i.e., documents not approved for public release) and classified documents with the following:

DESTRUCTION NOTICE--For classified documents, follow the procedures in DoD 5220.22-M, *Industrial Security Manual*, section 11-19, or DoD 5200.1-R, *Information Security*, see sample destruction on page 31 of this guide destruction of the document.

2.4. You do not have to put a distribution statement on contractor-technical proposals or documents submitted in anticipation of award of contracts. Follow the guidelines in paragraphs 2.5.3 [correction: 2.6.3] and 6.3 when working with contractor technical proposals that contain contractor limited rights data.
2.5. Guidance on release of software is in AFI 33-114, *Command, Control, Communications, and*

Computer (C4) Software Management. **NOTE:** Only the software developer or office of primary responsibility may release source code; secondary distribution is limited to the application software (the object code).
2.6. The following is specific guidance for assigning distribution statements:
2.6.1. Distribution statements A-X may be applied to unclassified Air Force technical

documents, while only distribution statements B-F may be applied to classified documents.
AFI 61-204 Attachment 1 27 July 1994

2.6.2. When a classified document is declassified, retain the original distribution statement until the controlling office either removes or changes the statement. When a classified document is declassified and has no distribution statement, handle the document as distribution F until the controlling office assigns a distribution statement.

2.6.3. Mark and control scientific and technical documents that include contractor-imposed limited-rights legends and computer software that includes contractor-imposed restricted-rights legends according to subpart 27.4 [revised: 27.71] of the Defense Federal Acquisition Regulation Supplement.

2.6.4. Do not disseminate technical documents in draft or preliminary form without assigning distribution statements.

2.7. Distribution statements remain in effect until the controlling DoD office changes or removes them. Each controlling DoD office must establish a procedure for reviewing its documents periodically or when they receive a request for the document for possible changes or removal of distribution statements. For unclassified documents, the controlling DoD office must obtain public release determination according to AFDPD 35-1 before assigning distribution statement A.

2.8. Controlling DoD offices must notify DTIC and other concerned document-dissemination activities when:

- Program management responsibility is transferred, addresses of designated controlling DoD offices are changed, or controlling DoD offices are redesignated.
- Classification markings, distribution statements, or export control statements are changed or removed.

2.9. For technical publications, place the distribution statement on the front cover, title page, and SF 298, **Report Documentation Page**. If the technical document is not intended for publication and does not have a cover or title page, stamp, print, or write the distribution statement on the front page of the document.

2.10. When possible, put the portions of the document that contain information requiring distribution limitation in an appendix or separate volume to permit broader distribution of the basic document. Write the abstract on the SF 298 so that the information in the abstract will not have a limited distribution (i.e. that it is approved for public release).

2.11. You must include distribution statements and export-control notices on newly created documents.

2.11.1. You do not need to apply markings to technical documents that were created before the implementation of this instruction until someone asks for them. Mark and control them properly before disseminating them.

2.11.2. When older documents contain superseded distribution statements, convert the statements as follows:

2.11.2.1. Assign distribution statements C, B, E, and F to technical documents bearing distribution statements 2, 3, 4, and 5 of superseded DoD Directive 5200.20, *Distribution Statements (Other than Security) on Technical Documents*, 29 March 1965, respectively.

2.11.2.2. Do not reevaluate technical documents with distribution statements A and B of canceled DoD Directive 5200.20, *Distribution Statements on Technical Documents*, 24 September 1970 or documents with distribution statements A-F contained in Secretary of Defense Memorandum "Control of Unclassified Technology with Military Applications," 18 October 1983.

DISTRIBUTION STATEMENTS AND THEIR CORRESPONDING REASONS FOR USE

| |
|---|
| DISTRIBUTION A. Approved for public release; distribution unlimited. |
| DISTRIBUTION B. Distribution authorized to US Government agencies only (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office). |
| DISTRIBUTION C. Distribution authorized to US Government agencies and their contractors (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office). |
| DISTRIBUTION D. Distribution authorized to DoD and US DoD contractors only (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office). |
| DISTRIBUTION E. Distribution authorized to DoD components only (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office). |
| DISTRIBUTION F. Further dissemination only as directed by (controlling office) (date of determination) or DoD higher authority. |
| DISTRIBUTION X. Distribution authorized to US Government agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with DoDD 5230.25 (date of determination). Controlling DoD office is (insert). |

| "REASON" | STATEMENT | | | | | |
|--|-----------|---|---|---|---|---|
| | B | C | D | E | F | X |
| ADMINISTRATIVE OR OPERATIONAL USE. To protect technical or operational data or information from automatic dissemination under the international exchange program or by other means. This protection covers publications required solely for official use or strictly for administrative or operational purposes. This statement may be applied to manuals, pamphlets, technical orders, technical reports, and other publications containing valuable technical or operational data. | X | X | X | X | | |
| CONTRACTOR PERFORMANCE EVALUATION. To protect information in management reviews, records of contractor performance evaluation, or other advisory documents evaluating programs of contractors. | X | | | X | | |
| CRITICAL TECHNOLOGY. To protect information and technical data that advance current technology or describe new technology in an area of significant or potentially significant military application or that relate to a specific military deficiency of a potential adversary. Information of this type may be classified. When unclassified, technology is export controlled. | X | X | X | X | | |
| DIRECT MILITARY SUPPORT. The document contains export-controlled technical data of such military significance that release for purposes other than direct support may jeopardize an important technological or operational US military advantage. Designation of such data is made by competent authority in accordance with DoDD 5230.25. | | | | X | | |
| FOREIGN GOVERNMENT INFORMATION. To protect and limit distribution in accordance with the desires of the foreign government that furnished the technical information. Information of this type normally is classified at CONFIDENTIAL or higher in accordance with DoD 5200.1-R | X | X | X | X | | |
| PREMATURE DISSEMINATION. To protect patentable information on systems or processes in the developmental or concept stage from premature dissemination. | X | | | X | | |
| PROPRIETARY INFORMATION. To protect information not owned by the US Government and protected by a contractor's "limited rights" statement, or received with the understanding that it not be routinely transmitted outside the US Government. | X | | | X | | |
| SOFTWARE DOCUMENTATION. Releasable only in accordance with DoDI 7930.2. | X | X | X | X | | |
| TEST AND EVALUATION. To protect results of test and evaluation of commercial products or military hardware when such disclosure may cause unfair advantage or disadvantage to the manufacturer of the product. | X | | | X | | |
| SPECIFIC AUTHORITY. To protect information not specifically included in the above reasons and discussions but which requires protection in accordance with valid documented authority such as Executive Orders, classification guidelines, DoD or DoD-component regulatory documents. When filling in the reason, cite "specific authority (identification of valid documented authority)." | X | X | X | X | X | |

SECTION 7

Unlimited, Statement A *Sample Notice Page*

NOTICE

USING GOVERNMENT DRAWINGS, SPECIFICATIONS, OR OTHER DATA INCLUDED IN THIS DOCUMENT FOR ANY PURPOSE OTHER THAN GOVERNMENT PROCUREMENT DOES NOT IN ANY WAY OBLIGATE THE US GOVERNMENT. THE FACT THAT THE GOVERNMENT FORMULATED OR SUPPLIED THE DRAWINGS, SPECIFICATIONS, OR OTHER DATA DOES NOT LICENSE THE HOLDER OR ANY OTHER PERSON OR CORPORATION; OR CONVEY ANY RIGHTS OR PERMISSION TO MANUFACTURE, USE, OR SELL ANY PATENTED INVENTION THAT MAY RELATE TO THEM.

THIS REPORT IS RELEASABLE TO THE NATIONAL TECHNICAL INFORMATION SERVICE (NTIS). AT NTIS, IT WILL BE AVAILABLE TO THE GENERAL PUBLIC, INCLUDING FOREIGN NATIONS.

THIS TECHNICAL REPORT HAS BEEN REVIEWED AND IS APPROVED FOR PUBLICATION.

Sign

[monitor signature block]

Sign

[supervisor signature block]

Sign

[3-ltr chief signature block]

IF YOUR ADDRESS HAS CHANGED, IF YOU WISH TO BE REMOVED FROM OUR MAILING LIST, OR IF THE ADDRESSEE IS NO LONGER EMPLOYED BY YOUR ORGANIZATION PLEASE NOTIFY [office symbol] WRIGHT-PATTERSON AFB OH 45433-XXXX TO HELP MAINTAIN A CURRENT MAILING LIST.

Do not return copies of this report unless contractual obligations or notice on a specific document requires its return.

Small Business Innovation Research Program (SBIR)
Sample Notice Page (2 Year Rights - 1992 and earlier)

NOTICE

USING GOVERNMENT DRAWINGS, SPECIFICATIONS, OR OTHER DATA INCLUDED IN THIS DOCUMENT FOR ANY PURPOSE OTHER THAN GOVERNMENT PROCUREMENT DOES NOT IN ANY WAY OBLIGATE THE US GOVERNMENT. THE FACT THAT THE GOVERNMENT FORMULATED OR SUPPLIED THE DRAWINGS, SPECIFICATIONS, OR OTHER DATA DOES NOT LICENSE THE HOLDER OR ANY OTHER PERSON OR CORPORATION; OR CONVEY ANY RIGHTS OR PERMISSION TO MANUFACTURE, USE, OR SELL ANY PATENTED INVENTION THAT MAY RELATE TO THEM.

GOVERNMENT PURPOSE LICENSE RIGHTS LEGEND
(SBIR PROGRAM)

Contract Number:

Contractor:

For a period of two (2) years after the delivery and acceptance of the last deliverable item under the above contract, all technical data contained in this report marked as Government Purpose License Rights data shall be subject to the restrictions contained in the definition of "Limited Rights in DFARS clause 252.227-7013 (Oct. 1988). After the two-year period, the data shall be subject to the restrictions contained in the definition of "Government Purpose License Rights" in DFARS clause 252.227-7013 (Oct. 1988). The Government assumes no liability for unauthorized use or disclosure by others. This legend, together with the indications of the portions of the data which are subject to such limitations, shall be included on any reproduction hereof which contains any portions subject to such limitations and shall be honored only as long as the data continues to meet the definition on Government purpose license rights.

This technical report has been reviewed and is accepted under the provisions of the Small Business Innovation Research Program.

Sign

[monitor signature block]

Sign

[supervisor signature block]

Sign

[3-ltr chief signature block]

This report is published in the interest of scientific and technical information exchange and does not constitute approval or disapproval of its ideas or findings.

Do not return copies of this report unless contractual obligations or notice on a specific document requires its return.

Small Business Innovation Research Program (SBIR)
Sample Notice Page (4 Year Rights - 1993-1995)

NOTICE

USING GOVERNMENT DRAWINGS, SPECIFICATIONS, OR OTHER DATA INCLUDED IN THIS DOCUMENT FOR ANY PURPOSE OTHER THAN GOVERNMENT PROCUREMENT DOES NOT IN ANY WAY OBLIGATE THE US GOVERNMENT. THE FACT THAT THE GOVERNMENT FORMULATED OR SUPPLIED THE DRAWINGS, SPECIFICATIONS, OR OTHER DATA DOES NOT LICENSE THE HOLDER OR ANY OTHER PERSON OR CORPORATION; OR CONVEY ANY RIGHTS OR PERMISSION TO MANUFACTURE, USE, OR SELL ANY PATENTED INVENTION THAT MAY RELATE TO THEM.

**GOVERNMENT PURPOSE LICENSE RIGHTS LEGEND
(SBIR PROGRAM)**

Contract Number:

Contractor:

For a period of four (4) years after the delivery and acceptance of the last deliverable item under the above contract, all technical data contained in this report marked as Government Purpose License Rights data shall be subject to the restrictions contained in the definition of "Limited Rights" in DFARS clause at 252.227-7013 (Oct. 1988). After the four-year period, the data shall be subject to the restrictions contained in the definition of "Government Purpose License Rights" in DFARS clause 252.227-7013 (Oct. 1988). The Government assumes no liability for unauthorized use or disclosure by others. This legend, together with the indications of the portions of the data which are subject to such limitations, shall be included on any reproduction hereof which contains any portions subject to such limitations and shall be honored only as long as the data continues to meet the definition of Government purpose license rights.

This technical report has been reviewed and is accepted under the provisions of the Small Business Innovation Research Program.

Sign

[monitor signature block]

Sign

[supervisor signature block]

Sign

[3-ltr chief signature block]

This report is published in the interest of scientific and technical information exchange and does not constitute approval or disapproval of its ideas or findings.

Do not return copies of this report unless contractual obligations or notice on a specific document requires its return.

Small Business Innovation Research Program (SBIR)
Sample Notice Page (5 Year Rights - 1996-present)

NOTICE

USING GOVERNMENT DRAWINGS, SPECIFICATIONS, OR OTHER DATA INCLUDED IN THIS DOCUMENT FOR ANY PURPOSE OTHER THAN GOVERNMENT PROCUREMENT DOES NOT IN ANY WAY OBLIGATE THE US GOVERNMENT. THE FACT THAT THE GOVERNMENT FORMULATED OR SUPPLIED THE DRAWINGS, SPECIFICATIONS, OR OTHER DATA DOES NOT LICENSE THE HOLDER OR ANY OTHER PERSON OR CORPORATION; OR CONVEY ANY RIGHTS OR PERMISSION TO MANUFACTURE, USE, OR SELL ANY PATENTED INVENTION THAT MAY RELATE TO THEM.

SBIR DATA RIGHTS LEGEND

Contract Number:

Contractor:

For a period of five (5) years after completion of the project from which the data was generated, the Government's rights to use, modify, reproduce, release, perform, display, or disclose any technical data or computer software contained in this report are restricted as provided in paragraph (b)(4) of the Rights in Noncommercial Technical Data and Computer Software Small Business Innovative Research (SBIR) Program clause contained in the above-identified contract [DFARS 252.227-7018 (Jun. 1995)]. No restrictions apply after expiration of that period. Any reproduction of technical data, computer software, or portions thereof marked as SBIR data must also reproduce those markings and this legend.

This technical report has been reviewed and is accepted under the provisions of the Small Business Innovation Research Program.

Sign

[monitor signature block]

Sign

[supervisor signature block]

Sign

[3-ltr chief signature block]

This report is published in the interest of scientific and technical information exchange and does not constitute approval or disapproval of its ideas or findings.

Do not return copies of this report unless contractual obligations or notice on a specific document requires its return.

Sample of Limited With Proprietary Information

[NOT FOR SBIR USE] Sample Notice Page

NOTICE

USING GOVERNMENT DRAWINGS, SPECIFICATIONS, OR OTHER DATA INCLUDED IN THIS DOCUMENT FOR ANY PURPOSE OTHER THAN GOVERNMENT PROCUREMENT DOES NOT IN ANY WAY OBLIGATE THE US GOVERNMENT. THE FACT THAT THE GOVERNMENT FORMULATED OR SUPPLIED THE DRAWINGS, SPECIFICATIONS, OR OTHER DATA DOES NOT LICENSE THE HOLDER OR ANY OTHER PERSON OR CORPORATION; OR CONVEY ANY RIGHTS OR PERMISSION TO MANUFACTURE, USE, OR SELL ANY PATENTED INVENTION THAT MAY RELATE TO THEM.

LIMITED RIGHTS LEGEND

Contract Number:

Contractor:

Location of Limited Rights Data [Pages]:

Those portions of the technical data contained in this report marked as limited rights data shall not, without the written permission of the above contractor, be (a) released or disclosed outside the government, (b) used by the Government for manufacture or, in the case of computer software documentation, for preparing the same or similar computer software, or (c) used by a party other than the Government, except that the Government may release or disclose technical data to persons outside the Government, or permit the use of technical data by such persons, if (i) such release, disclosure, or use is necessary for emergency repair or overhaul or (ii) is a release or disclosure of technical data (other than detailed manufacturing or process data) to, or use of such data by, a foreign government that is in the interest of the Government and is required for evaluational or informational purposes, provided in either case that such release, disclosure or use is made subject to a prohibition that the person to whom the data is released or disclosed may not further use, release or disclose such data, and the contractor or subcontractor asserting the restriction is notified of such release, disclosure or use. This legend, together with the indications of the portions of this data which are subject to such limitations, shall be included on any reproduction hereof which includes any part of the portions subject to such limitations.

THIS TECHNICAL REPORT HAS BEEN REVIEWED AND IS APPROVED FOR PUBLICATION.

Sign

[monitor signature block]

Sign

[supervisor signature block]

Sign

[3-ltr chief signature block]

Do not return copies of this report unless contractual obligations or notice on a specific document requires its return.

Limited [Without Proprietary Information]
Sample Notice Page

NOTICE

USING GOVERNMENT DRAWINGS, SPECIFICATIONS, OR OTHER DATA INCLUDED IN THIS DOCUMENT FOR ANY PURPOSE OTHER THAN GOVERNMENT PROCUREMENT DOES NOT IN ANY WAY OBLIGATE THE US GOVERNMENT. THE FACT THAT THE GOVERNMENT FORMULATED OR SUPPLIED THE DRAWINGS, SPECIFICATIONS, OR OTHER DATA DOES NOT LICENSE THE HOLDER OR ANY OTHER PERSON OR CORPORATION; OR CONVEY ANY RIGHTS OR PERMISSION TO MANUFACTURE, USE, OR SELL ANY PATENTED INVENTION THAT MAY RELATE TO THEM.

THIS TECHNICAL REPORT HAS BEEN REVIEWED AND IS APPROVED FOR PUBLICATION.

sign
[monitor signature block]

sign
[supervisor signature block]

sign
[3-ltr chief signature block]

IF YOUR ADDRESS HAS CHANGED, IF YOU WISH TO BE REMOVED FROM OUR MAILING LIST, OR IF THE ADDRESSEE IS NO LONGER EMPLOYED BY YOUR ORGANIZATION PLEASE NOTIFY [office symbol] WRIGHT-PATTERSON AFB OH 45433-XXXX TO HELP MAINTAIN A CURRENT MAILING LIST.

Do not return copies of this report unless contractual obligations or notice on a specific document requires its return

SECTION 8

PRINTING AND CAMERA READY COPY

Printing -- WL/DORT will fund the printing of up to 50 copies of each report submitted and the mandatory distribution copies (DTIC, WL/DORT and AUL/LSAD). Organizations requesting more than fifty copies will be required to transfer sufficient funding to WL/DORT using a "Authority to Cite Funds" letter (see sample at p. 44.1) to cover any additional costs. Because of the high costs involved, reports requiring color reproduction will be handled on a case-by-case basis. Call 55197 for a color printing price estimate.

Camera ready technical reports and memos should be unbound and suitable for offset reproduction (i.e. high quality, legible with clear lettering and sharp line drawings, graphs/illustrations). Photographs should be glossy finished. **NOTE: Faintly printed or light contrast graphics or photographs will not reproduce well, if at all.** Previously Edited Reports - camera ready reports should include all the changes and corrections of the edited technical report draft and follow the Contract Data Requirements List (DD Form 1423-1) specifications.

All pages, except the cover and notice page, should be numbered. The page count on the SF 298 needs to match the total number of pages in the camera ready report. **Missing pages will delay the final printing.**

Include the following with each camera ready:

a. **Return of Edited Draft Letter** [provided by WL/DORT with any edited report --for non-edited camera ready copies, request copy of letter from WL/DORT]. Indicate the number of printed copies required. Review the letter's checklist for:

- (1) If public release and not 6.1 funded, approval from ASC/PA [date and public release number]
- (2) Review/approval by ASC/ASR for all foreign address mailings
- (3) JON monitor's signature
- (4) Certification of contractor imposed limited rights or right to view export controlled information.

b. **Signed Notice Page.** Three signatures are required: monitor, supervisor, and 3-ltr Chief. Technical reports cannot be sent to printing without this signed document.

c. **Camera ready cover.** Should contain the technical report number, author, title, distribution/availability statements (identical to those listed on the REQUEST FOR EDITING AND SUPPORT [WL Form 79] and SF 298), export control warning (if applicable), destruction notice, and the complete issuing directorate address.

d. **Report Documentation Page, SF 298.** Number this page i. Do not number the back of the SF 298. Begin the Table of Contents page with iii. The information provided on the SF 298 should match that given on the REQUEST FOR EDITING AND SUPPORT worksheet. In block 20, LIMITATION OF ABSTRACT, mark SAR (Same As Report). See page 10 of this guide for sample SF 298.

e. **Self-adhesive, mailing labels.** Type on the same label your organization's return address and the report destination (do not use labels that require water or glue) . Indicate the number of copies for each address. Excess printed copies will automatically go to the originating office. **Labels for the following mandatory distribution addresses are required:**

DEFENSE TECHNICAL INFORMATION CENTER [2 copies]
DTIC-OMI
8725 JOHN J KINGMAN ROAD SUITE 0944
FT BELVOIR VA 22060-6218

WL/DORT BLDG 22 [1 copy--2 copies if Statement A]
2690 C STREET STE 4
WRIGHT-PATTERSON AFB OH 45433-7411

AUL/LSAD, BLDG 1405 [1 copy]
600 CHENNAULT CIRCLE
MAXWELL AFB AL 36112-6424

5. **Classified camera ready technical reports require special handling.**

a. The address in block 2 of the DOCUMENT RECEIPT AND DESTRUCTION CERTIFICATE, AF Form 310, should read:

88th CG/SCCIAPD (VAULT), Bldg 281
4165 COMMUNICATIONS BLVD, Door 11
WRIGHT-PATTERSON AFB OH 45433-5603

When filling out AF 310s for classified camera readies, blocks 3,4 and 6 should be left blank. The Printing Office (PDO) will fill in this information when they make distribution.

b. It is very important to keep each AF 310 in exactly the same order as the distribution list and the mailing labels. It is recommended that double, laser-printed labels be used. The outer and inner label for each address should be directly across from each other. Please note: The return address on label should be your organization's address and not the 88th CG/SCCIAPD (VAULT) address. Names of individuals can appear on the inside labels of Air Force addressees only. Do not put individual names on Army, Navy or contractor mailing labels. Individual names do, however, need to be put on all AF 310s regardless of address location.

c. Send copies of classified reports to the mandatory addresses listed above.

d. Include a distribution list as the last page of the classified report, annotate in the Table of Contents and page number sequentially.

e. Indicate the number of printed copies required, check the appropriate boxes on the **Return of Edited Draft** letter, return the letter with the finalized classified camera ready, and follow standard security and distribution practices.

[date]

MEMORANDUM FOR: WL/DORT

FROM: WL/xxxx

SUBJECT: Authority to Cite Funds
ACTION MEMORANDUM

1. WL/xxxx has allocated \$0000.00 from the WL/xxx FY97 [insert 4-digit fund code] budget to cover costs for printing WL-TR-97-xxxx through the STINFO office.
2. You are authorized to cite the following funds to cover these printing costs:

5773600 297 47WL xxxxxx xxxxxx xxx xxxxxx 503000 F03000
3. Request that you forward a copy of the MIPR to WL/xxxx, Name of Point of Contact, to assist in financial tracking.
4. Technical point of contact is the Name of the Monitor, ext xxxxx. Financial questions may be directed to Name of Financial Manager, ext xxxxx.

NAME
Financial Management Division
Directorate

***** SAMPLE *** TRANSMITTAL/INDORSEMENT LETTER *** SAMPLE *****
DISTRIBUTION STATEMENT A - EXCEPT 6.1 FUNDED

MEMORANDUM FOR WL/FIBA
 Attn: Monitor

10/10/96

FROM: WL/DORT
 2690 C St Ste 4
 Wright-Patterson AFB OH 45433-7411

SUBJECT: Return of Edited Draft

1. Your unclassified/unlimited report, WL-TR-96-XXXX, is attached. It must be returned to the contractor with the editorial and technical review for review and correction. The contractor must then prepare a camera ready copy of the report within 30 days in accordance with the CDRL. The camera ready copy should be returned to WL/DORT.
2. Thank you for your cooperation. If you have any questions, please do not hesitate to call (55197).

STINFO & Technical Editing
Technical Information Branch

1st Ind,

TO: WL/DORT

1. The attached approved camera ready report is forwarded for printing. Please have ____ copies printed.
2. The following requirements apply:
 - ☐ A signed notice page is included.
 - ☐ A set of mailing labels is attached.
 - ☐ ASC/PA has approved public release.
 Release number: ____ - _____, dated: _____.
 - ☐ The SF 298 has been "sanitized" and can be released to DTIC.
 - ☐ I certify that any mailings to foreign addresses have been reviewed and approved by ASC/ASR, Foreign Disclosure.
 - ☐ I certify that if this report contains contractor imposed limited rights it has been approved by the contracting officer.
 - ☐ I certify that if this report contains export controlled information, all nongovernment addresses on mailing labels are registered with the Defense Logistics Services Center (DLSC). Their phone number is 1-800-352-3572.

1 Atch
Camera Ready Report

(JON Monitor's Signature)

*****SAMPLE *** TRANSMITTAL/INDORSEMENT LETTER *** SAMPLE *****
CLASSIFIED DOCUMENT

MEMORANDUM FOR WL/FIBA
Attn: Monitor

10/10/96

FROM: WL/DORT
2690 C St Ste 4
Wright-Patterson AFB OH 45433-7411

SUBJECT: Return of Edited Draft

1. Your classified/limited report, WL-TR-96-XXXX, is attached. It must be returned to the contractor with the editorial and technical review for review and correction. The contractor must then prepare a camera ready copy of the report within 30 days in accordance with the CDRL. The camera ready copy should be returned to WL/DORT.
2. Thank you for your cooperation. If you have any questions, please do not hesitate to call (55197).

STINFO & Technical Editing
Technical Information Branch

1st Ind,

TO: WL/DORT

1. The attached approved camera ready report is forwarded for printing. Please have ____ copies printed.
2. The following requirements apply:
 - ☐ A signed notice page is included.
 - ☐ A distribution list is part of the report.
 - ☐ A double set of mailing labels is attached.
 - ☐ All paragraphs marked IAW AFR 205-1
 - ☐ Distribution will be made to ASC/NAIC/POA and WL/DORT.
 - ☐ AF form 310
 - ☐ The SF 298 has been "sanitized" and can be released to DTIC.
 - ☐ I certify that any mailings to foreign addresses have been reviewed and approved by ASC/ASR, Foreign Disclosure.
 - ☐ I certify that if this report contains contractor imposed limited rights it has been approved by the contracting officer.
 - ☐ I certify that if this report contains export controlled information, all nongovernment addresses on mailing labels are registered with the Defense Logistics Services Center (DLSC). Their phone number is 1-800-352-3572.
 - ☐ I certify that all addressees on the distribution list have the required individual or facility clearances and storage facilities necessary for receipt of this document.

1 Atch
Camera Ready Report

(JON Monitor's Signature)

SECTION 9

JOURNAL ARTICLES

The Air Force encourages its scientific and technical personnel to publish research results in recognized journals -- an important part of the Air Force's R & D program.

- The majority of articles must be cleared prior to publication with the Public Affairs Office
[Sample of internal request letter for PA approval can be found on page 11 of this guide]
 - Contracted fundamental research which is 6.1 funded does not require PA clearance.
 - 6.2 funded university and college projects only require classification review.
- A copy of each article published is needed by the STINFO office and WL/DORT will forward copy to DTIC

[Note: Even though the article may be in national/international literature sources, DTIC needs a copy of the article to ensure that it maintains its **COMPREHENSIVE COLLECTION** of DoD official, technical information.]

***** sample journal article *****

Transition on Turbine Blades and Cascades at Low Reynolds Numbers

Richard B. Rivir*
Wright Lab Directorate
US Air Force Wright Laboratory
Wright-Patterson AFB, Ohio

Abstract

The words that follow are merely randomly selected excerpts from an article, as this is an example only. Unpredicted losses in the low pressure turbine during operation at high altitudes has stimulated current interest in transition, and separation at low Reynolds numbers. In the turbine, free stream turbulence levels or unsteadiness resulting from vane wakes, passage vortices, and end wall horseshoe vortices exceeds the unsteadiness levels associated with a fully turbulent boundary layer.

In our work on low pressure, low Reynolds number turbine flows we have a few new measurements of transition, transition length and turbulence scales to add

Introduction

The commonly held physical picture of the transition process is illustrated schematically in Figure 1. Two D Tollmien Schlichting waves are amplified, breaking down into Emmons spots which propagate as a wedge with a following quiet wedge region until the boundary layer has become fully turbulent. Turbine transitions

***Associate Fellow**

This paper is declared a work of the U.S. Government and as such is not subject to copyright protection in the United States

SECTION 10

DTIC ACCESSION NOTICE DTIC FORM 50

The ASC/WL STINFO is responsible for ensuring that ASC/WL technical publications are sent to the Defense Technical Information Center (DTIC) for inclusion in their comprehensive collection of DoD official technical information.

DTIC acknowledges the receipt of reports and other information by sending a DTIC Form 50 to the STINFO office. The DTIC Form 50 indicates the unique accession number (i.e., AD#.....) assigned to the specific technical report or memo. This DTIC Form 50 is forwarded, in turn, to the submitting organization by STINFO after the accession number has been entered into the STINFO report database.

| | | |
|---|-------------|--|
| DEFENSE TECHNICAL INFORMATION CENTER 8725 John J Kingman Ft. Belvoir, VA 22060-6218 OFFICIAL BUSINESS PENALTY FOR PRIVATE USE, \$300 | | |
| AD NUMBER | DATE | DTIC ACCESSION NOTICE |
| 1. REPORT IDENTIFYING NUMBER | | REQUESTOR: 1. Put your mailing on reverse of form. 2. Complete items 1 and 3. Attach form to reports mailed to DTIC. 4. Use unclassified information only. 5. Do not order documents for 6 to 8 weeks. |
| A. ORIGINATING AGENCY | | |
| B. REPORT TITLE AND/OR NUMBER | | |
| C. MONITOR REPORT NUMBER | | |
| D. PREPARED UNDER CONTRACT NUMBER | | |
| 2. DISTRIBUTION STATEMENT | | DTIC: 1. Assign AD Number 2. Return to requestor |
| DTIC Form 50 PREVIOUS EDITIONS ARE | | |

ELECTRONIC SUBMISSION OF TECHNICAL REPORTS TO DTIC

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SECTION 11

BY ORDER OF THE
SECRETARY OF THE AIR FORCE

7 APRIL 1993
AIR FORCE POLICY DIRECTIVE 61-2

PUBLICATIONS WITH RELATED POLICIES AND INSTRUCTIONS

A2.1. This directive implements the following DoD publications:

| Publication Designation | Title | Former Publication or Date |
|-------------------------|---|----------------------------|
| DoD Directive 3200.12 | DoD Scientific and Technical Information Program | February 15, 1983 |
| DoD 3200.12-R-1 | Research and Technology Work Unit Information System Regulation | August 1983 |
| DoD 3200.12-R-2 | Centers for Analysis of Scientific and Technical Information Regulation | January 1985 |
| DoD Directive 5200.12 | Conduct of Classified Meetings | July 27, 1992 |
| DoD Instruction 5200.21 | Dissemination of DoD Technical Information | September 27, 1979 |
| DoD Directive 5230.24 | Distribution Statements on Technical Documents | March 18, 1987 |
| DoD Directive 5230.25 | Withholding of Unclassified Technical Data From Public Disclosure | November 6, 1984 |
| DoD Directive 5230.27 | Presentation of DoD-Related Scientific and Technical Papers at Meetings | October 6, 1987 |

A2.2. This directive interfaces with the following Air Force policy directives and instructions:

| Publication Designation | Title | Former Publication or Date |
|-------------------------|--|----------------------------|
| AFPD 61-1 | Management of Air Force Science and Technology | AFR 80-3 |
| AFI 61-201 | Responsibilities of the Local STINFO Officer | AFR 83-1 |
| AFI 61-202 | AF Technical Publications Program | AFR 83-2 |
| AFI 61-203 | R & T Work-Unit Information System | AFR 80-12 |

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|--|---|-----------------------------|
| AFI 61-204 | Controlling the Distribution of Classified and Unclassified STINFO | AFRs 80-30, 80-34, and 83-3 |
| AFI 61-205 | Sponsoring or Cosponsoring, Conducting, and Presenting DoD-Related Scientific and Technical Papers at Unclassified and Classified Conferences, Symposia, and Other Similar Meetings | AFR 80-43 |
| AFI 61-207 | Air Force Information for Industry Offices | AFR 80-11 |
| AFI 61-208 | Air Force Potential Contractor Program | No Former Publication |
| AFI 61-209 | Advance Planning Briefings for Industry | No Former Publication |
| AFR 80-39 (Joint Departmental Publication) | Certification and Registration for Access to Scientific and Technical Information | May 5, 1977 |

Additional related publications:

| | |
|-----------------------------|--|
| DTIC/TR-95-5 AD-A302211 | DoD STINFO Manager Training Course - STINFO Documentation |
| DTIC/TR-93-10 AD-A260200 | DoD STINFO Manager Training Course - Training Manual |